

Prairie View A&M University

## Digital Commons @PVAMU

---

Board of Regents Archives

Academic Affairs Collections

---

11-29-1971

### Peterson A. A., Manager Laundry - 1971-72

Prairie View A&M College

Follow this and additional works at: <https://digitalcommons.pvamu.edu/board-of-regents-archives>

---

#### Recommended Citation

Prairie View A&M College. (1971). Peterson A. A., Manager Laundry - 1971-72. Retrieved from <https://digitalcommons.pvamu.edu/board-of-regents-archives/33>

This Conference Proceeding is brought to you for free and open access by the Academic Affairs Collections at Digital Commons @PVAMU. It has been accepted for inclusion in Board of Regents Archives by an authorized administrator of Digital Commons @PVAMU. For more information, please contact [hvkoshy@pvamu.edu](mailto:hvkoshy@pvamu.edu).

# PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

August 24, 1972



Office of  
THE PRESIDENT

Mr. A. A. Peterson  
Manager of the Laundry  
Campus

Dear Mr. Peterson:

I received your recent correspondence concerning your study of linen service for the new residence halls at Prairie View A&M College.

I shall be pleased if you would continue to study this matter and develop a recommendation for the institution at the earliest possible date.

Very truly yours,

Alvin I. Thomas  
President

AIT/fdc

1 - Sheets	.08
1 - Pillow Case	.08
1 - Bath Towel	.05
1 - Hand Towel	.03
1 - Wash Cloth	.03
TOTAL	.54

The locker service, which is a very unique system would be placed in dormitories only with a long time contract, giving ample time for an adequate return of the investment involved. On a short term contract, storage space must be provided in each dormitory to aid in distribution.



# PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

LAUNDRY



AUG 14 '72

If linen service is desired for the beginning of the 1972-73 school year, the service offered by The National Linen Service Company or similar company would be the solution to the problem, because it would not be wise for Prairie View Laundry to attempt this kind of operation until it moves into the new facility where secured article storage will be available.

1. United Cotton Goods Co., Inc.  
Mr. Jerry Soufa, Representative

After being contacted by phone, Mr. Soufa visited the laundry office Tuesday 3-1-72 to discuss linen service for PV Laundry.

TO: Dr. A. I. Thomas, President  
FROM: A. A. Peterson, Manager  
RE: Linen Service

The companies contacted relative to linen service are as follows:

1. National Linen Service Company  
Mr. William H. Dillard, Manager

Mr. Dillard was contacted by phone July 31, 1972 and came by the laundry office August 7, 1972..

According to Mr. Dillard, the company is a linen service company with diversified service and their operation would be completely independent of any service offered by Prairie View laundry. To allow the National Linen Service Company to provide this service for the new dormitories would defeat the objectives of the campus facility and at the same time take away money which could be earned right here on the campus. The service would be a cost to students per week as follows:

2 - Sheets	.30	.30
1 - Pillow Case	.08	.08
1 - Bath Towel	.08	.08
1 - Hand Towel	.05	.05
1 - Wash Cloth	.03	.03
TOTAL		.54

The locker service, which is a very unique system would be placed in dormitories only with a long time contract, giving ample time for an adequate return of the investment involved. On a short term contract, storage space must be provided in each dormitory to aid in distribution.

Other companies are being sought in order to compare prices.

cc Mr. H. D. Mordock, Business Manager



If linen service is desirous for the beginning of the 1972-73 school year, the service offered by the National Linen Service Company or similar company would be the solution to our problem, because it would not be wise for Prairie View laundry to attempt this kind of operation until it moves into the new facility where secured ample storage will be available.

2. United Cotton Goods Co. Inc.  
 Mr. Jerry Roufa, Representative

After being contacted by phone, Mr. Roufa visited the laundry office Tuesday 8-1-72 to discuss linen service for PV Laundry.

Linen can be purchased from this company. To purchase linen to render service for 1500 students with one change would be as follows:

2 - Sheets-----	3000 x 2 = 6000
1 - Pillow Cases-----	1500 x 2 = 3000
1 - Bath Towel-----	1500 x 2 = 3000
1 - Hand Towel-----	1500 x 2 = 3000
1 - Wash Cloth-----	1500 x 2 = 3000

To purchase these items, the cost to Prairie View with freight included is as follows:

Sheets, 72 x 10 & T130 fitted or full	Per -doz	23.99
Pillowcases 42x36 T130	per-doz	7.71
Bath towel 20x40	per-doz	6.63
Hand towel 16x26	per-doz	3.64
Wash cloth 11x11	per-doz	.94

Sheets 500 doz	@ 23.99	11,995.00
Pillow cases 250 doz	@ 7.71	1,927.50
Bath towels 250 doz	@ 6.63	1,657.50
Hand towels 250 doz	@ 3.64	910.00
Wash cloth 250 doz	@ .94	235.00

TOTAL	16,725.00
-------	-----------

SHEETS AND PILLOW CASES	13,922.50
TOWELS	2,802.50
TOTAL	16,725.00

Other companies are being sought in order to compare prices.

cc Mr. H. D. Murdock, Business Manager



PRairie View Agricultural and Mechanical College

PRairie View 77446

November 29, 1971

Mr. A. A. Peterson  
Manager  
Laundry  
Campus

Dear Mr. Peterson:

I wish to express my sincere appreciation to you for the fine job you have done in putting together the Operation Manual for the Laundry. This represents many hours of work, however, it is a fine indication of your ability to organize our Laundry Department.

I shall be pleased if you would provide me with a dozen copies of this manual as I would like to provide them to the heads of other supporting divisions of the College as an example of the kind of manual we would like to have available in each area of the College.

I also would like to send a copy to key officials in the Texas A&M University System.

Again, my sincere congratulations and commendations to you.

Very truly yours,

Alvin I. Thomas  
President

AIT/pam



PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77465

November 29, 1971



NOV 29 1971

LAUNDRY

Mr. A. A. Peterson  
Manager  
Laundry  
Campus

Dear Mr. Peterson:

TO Dr. A. I. Thomas, President  
I wish to express my sincere appreciation to you for the fine job you have done in putting together the Operation Manual for the Laundry. This represents many hours of work, however, it is a fine indication of your ability to organize our Laundry Department.

I shall be pleased if you would provide me with a dozen copies of this manual as I would like to provide them to the heads of other supporting divisions of the College as an example of the kind of manual we would like to have available in each area of the College.

I also would like to send a copy to key officials in the Texas A&M University System.

Again, my sincere congratulations and commendations to you.

Very truly yours,

Alvin I. Thomas  
President

AIT/pam



PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

November 12, 1971



NOV 12 '71

LAUNDRY

TO Dr. A. I. Thomas, President

FROM: A. A. Peterson, Manager

RE: Operation Manual

Inclosed is an operation manual for the Laundry. Your suggestions for improvement is welcomed.

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE  
Prairie View, Texas 77445

OPERATION MANUAL

for the

LAUNDRY

and

DRY CLEANING DEPARTMENT

for the

1971-72 SCHOOL YEAR

Submitted by

Alandrus A. Peterson



## OPERATION MANUAL

Preface

## CHAPTER I

for the

INTRODUCTION..... 1

AIMS AND OBJECTIVES OF THE DRY CLEANING AND LAUNDRY  
DEPT. DEPARTMENT..... 2

STATUS OF PRESENT ORGANIZATION..... 3

ORGANIZATION CHART..... 4

## DRY CLEANING AND LAUNDRY DEPARTMENT

ORGANIZING LINE..... 5

Periods of Contracted Employment..... 7

Leave of Absence (with Pay)..... 8

Leave Due to Illness..... 10

for

Leave of Absence (Unpaid)..... 11

Working Hours (Laundry Employees)..... 13

## CHAPTER II

1971-72 SCHOOL YEAR

INTRODUCTION..... 14

NATURE AND EXAMPLES OF WORK..... 16

REQUIREMENTS OF WORK..... 16

CLASS TYPES..... 18

Submitted by

## CHAPTER III

INTRODUCTION..... 20

Alandrus A. Peterson

JOB DESCRIPTION..... 21

Station No. 1 - Counter Clerk..... 21

Station No. 2 - Cleaner..... 23

Station No. 3 - Suits and Coat Finishers..... 24

# TABLE OF CONTENTS

	<u>Page</u>
Preface	33
CHAPTER I	
INTRODUCTION.....	1
AIMS AND OBJECTIVES OF THE DRY CLEANING AND LAUN- DRY DEPARTMENT.....	3
STATUS OF PRESENT ORGANIZATION.....	5
ORGANIZATION CHART.....	6
GUIDE LINES.....	7
Periods of Contracted Employment.....	7
Leave of Absence (with Pay).....	9
Leave Due to Illness.....	10
Leave of Absence (Pregnancy).....	11
Working Hours (Laundry Employees).....	13
CHAPTER II	
INTRODUCTION.....	15
NATURE AND EXAMPLES OF WORK.....	16
REQUIREMENTS OF WORK.....	16
CLASS TITLES.....	18
CHAPTER III	
INTRODUCTION.....	30
JOB DESCRIPTION.....	31
Station No. 1 - Counter Girl.....	31
Station No. 2 - Cleaner.....	33
Station No. 3 - Silk and Wool Finishers.....	34



	<u>Page</u>
Station No. 4 - Alterationist and Bagger.....	35

## FLOW CHART OF LAUNDRY OPERATION

### CHAPTER IV

INTRODUCTION.....	37
Schedule of Service.....	38
Laundry Mark.....	39
Identification.....	40

### DUTIES

### APPENDIX

Employee Roster

Committee Assignments and Responsibilities

Dry Cleaning (Statement of Work Performed)

Checker Slip

Form for Laundry Lots

Laundry Slip

Report of Janitorial Services (Dry Cleaning Area)

Report of Janitorial Services (Laundry)



## CHAPTER I

### INTRODUCTION

#### PREFACE

In this manual an attempt has been made to define the role of the Dry Cleaning and Laundry Departments, list aims and objectives and establish areas of responsibilities for each employee with hope that some of the answers to many of the questions which will arise at frequent intervals during the school year may be available to all persons concerned.

We trust that the instrument will enhance our effort in the improvements of the organization and establish a wholesome working relationship with employees.

Your suggestions for improvements of our plant operation and employer-employee relationship will be given consideration.

Every operation in this manual is partly the results of the cooperative spirit of the laundry employees, therefore a debt of gratitude is due each person for his part in making this manual possible.

Cleaning and Laundry Department must improve their services. Therefore, the purpose of this manual is to outline a program for the two departments interest of the personnel, physical plant layout and operating procedures in such a manner that will adequately service the needs of the clientele desiring of its services.

According to an article by Mr. Bill Brown of the National Institute of Dry Cleaning, which really wants dry cleaning, that person wants to picture himself as looking his best. That person wants to

## INTRODUCTION

The Dry Cleaning and Laundry Department on the campus of Prairie View Agricultural and Mechanical College are the only departments or establishments of their nature within a six mile radius of Prairie View and to my knowledge, there is not a laundry facility within a forty mile radius of Prairie View with the capacity to adequately process the volume of work needed by the college personnel and operational units. Therefore, it becomes the responsibility of the laundry at Prairie View to provide these services for the students, faculty and other employees at the college.

Not only should the laundry provide or make available these services for the personnel, but also, provide the kind of service and quality of work comparable to any plant in Texas.

As "PARTNERS IN PROGRESS" the Dry Cleaning and Laundry Department must join in the development of the new Prairie View image as a residential college.

In keeping with the concept of a residential college, the Dry Cleaning and Laundry Department must improve their services. Therefore, the purpose of this manual is to outline a program for the two departments in terms of the personnel, physical plant layout and operating procedures in such a manner that will adequately service the needs of the clientele desirous of its services.

According to an article by Mr. Bell Browne of the National Institute of Dry Cleaning, nobody really wants dry cleaning, but everyone wants to picture himself as looking his best. Our task is to make him look his best.



Surely, all of us must recognize that no leader has achieved without the aid and assistance of others, so let us forge ahead with a united front.

Perhaps, we need to be reminded that even though Prairie View is a public institution, it is an empty thing without the students. Since the students are really paying our salaries, the students should become our major concern.

## 2. Schedule

The work must be scheduled. A schedule to be effective, must be:

- A. Definite
- B. In harmony with other schedules
- C. Difficult to accomplish
- D. Possible to accomplish
- E. Rigidly kept

## 3. Execute

It then must be executed:

- A. Skillfully
- B. Accurately
- C. Rapidly
- D. Without unnecessary effort

## 4. Measure

The work accomplished must be measured:

- A. As to your past records or performance
- B. As to your potentiality
- C. As to quantity
- D. As to quality

## 5. Reward



## AIMS AND OBJECTIVES OF THE DRY CLEANING AND LAUNDRY DEPARTMENTS

The aims and objectives of the Dry Cleaning and Laundry Departments can be summarized in the "Five Principles of Effective Work" by W. H. Leffingwell.

### 1. Plan

To plan rightly, you must know:

- A. What work is to be done
- B. How it is to be done
- C. When it is to be done
- D. Where it is to be done
- E. How fast it can be done

### 2. Schedule

The work must be scheduled. A schedule to be effective, must be:

- A. Definite
- B. In harmony with other schedules
- C. Difficult to accomplish
- D. Possible to accomplish
- E. Rigidly kept

### 3. Execute

It then must be executed:

- A. Skillfully
- B. Accurately
- C. Rapidly
- D. Without unnecessary effort

### 4. Measure

The work accomplished must be measured:

- A. As to your past records or performance
- B. As to your potentiality
- C. As to quantity
- D. As to quality

### 5. Reward

If your work is accomplished effectively, one should be rewarded with:

- A. Good working conditions
- B. Happiness
- C. Self development
- D. Money

Supplementing the principles which Leffingwell developed, it is hopeful that management and staff will be ever mindful of these principles which in the end will result in an efficient and profitable operation of the Laundry and Dry Cleaning Departments.

Due to the limited pieces of equipment and limited amount of working space, operations can be performed economically only, in a well organized manner.

It has also been recognized that there were times when certain garments or articles were checked into the plant, they disappeared resulting in the payment of claims to the owner. It has also been recognized that many garments or articles were damaged or torn as a result of old conventional type equipment; this too resulted in claims to the owner.

In view of the problems stated above, hopefully, the suggestions offered in this manual will be a major factor in an effective and efficient operation of the establishment.



## STATUS OF THE PRESENT ORGANIZATION

As of the school year 1970-71 the status of the Dry Cleaning and Laundry Departments, there were at least thirty-two full time employees and sixty-six part-time students having the responsibility of performing the many activities associated with the Laundry.

Due to the limited pieces of equipment and limited amount of working space, operations can be performed economically only, in a well organized manner.

It has also been recognized that there were times when certain garments or articles were checked into the plant, they disappeared resulting in the payment of claims to the owner. It has also been recognized that many garments or articles were damaged or torn as a result of old conventional type equipment; this too resulted in claims to the owners.

In view of the problems stated above, hopefully, the suggestions offered in this manual will be a major factor in an effective and efficient operation of the establishment.

# SECTION 13222

Selected information per administrative memo No. 3 - (71-72) concerning periods of duty and leaves of absence at Prairie View A. and M. College and certain other matters relating to the Laundry in general.

## ORGANIZATION CHART

### Period of Contracted Employment

The Fiscal Year for Prairie View begins with the first day of September of each year, and ends on the thirty-first day of the following August.

"Twelve month" contracts are employed on the entire fiscal year. The absence of such personnel must, of course, involve a request for replacement.

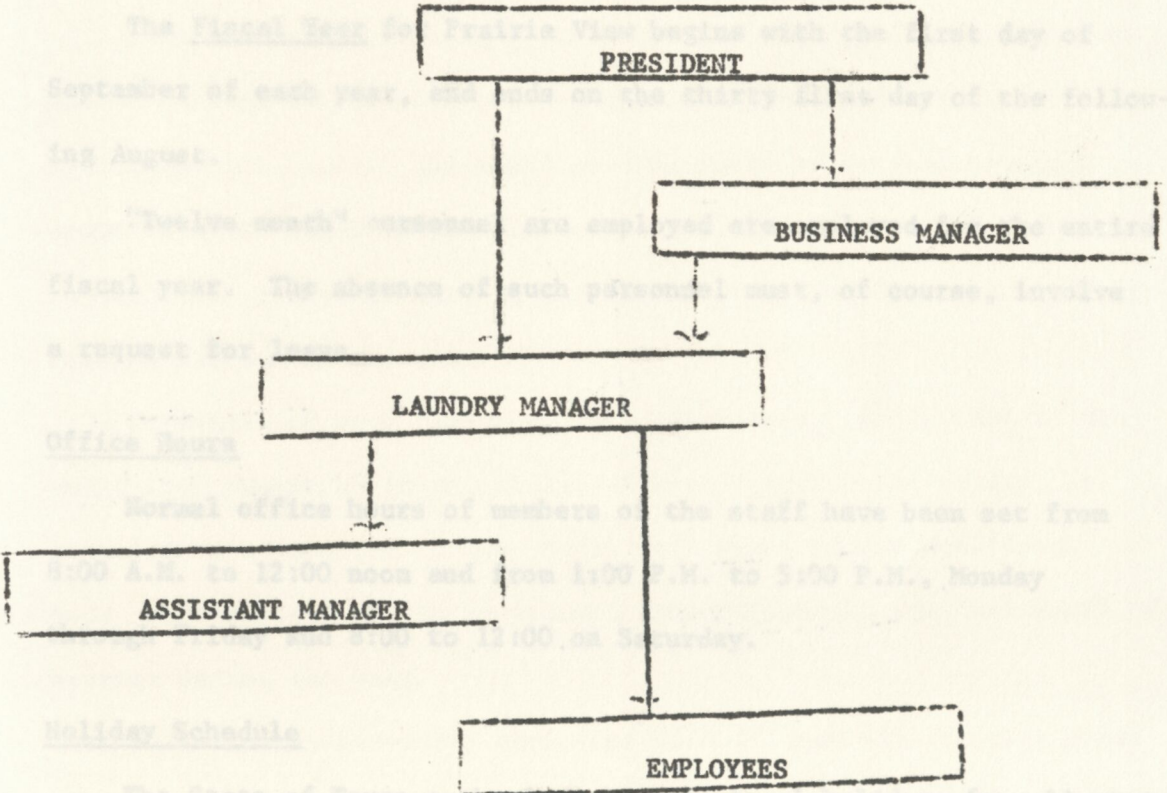
### Office Hours

Normal office hours of members of the staff have been set from 8:00 A.M. to 12:00 noon and from 1:00 P.M. to 5:00 P.M., Monday through Friday, and 8:00 to 12:00 on Saturday.

### Holiday Schedule

The State of Texas authorizes certain legal holidays for all state employees, but provides that educational institutions may adjust the actual observance of these holidays to permit most efficient operation. An official college holiday schedule is published in September of each year.

All personnel of Prairie View A. and M. College who occupy budget line-item positions on the date of any holiday authorized for college employees during each fiscal year will be paid for that holiday without regard for the employee's length of service.





## GUIDE LINES

Selected information per administrative memo No. 3 - (71-72) concerning periods of duty and leaves of absence at Prairie View A. and M. College and certain guide lines pertaining to the Laundry in general.

### Period of Contracted Employment

The Fiscal Year for Prairie View begins with the first day of September of each year, and ends on the thirty first day of the following August.

"Twelve month" personnel are employed for the entire fiscal year. The absence of such personnel must, of course, involve a request for leave.

### Office Hours

Normal office hours of members of the staff have been set from 8:00 A.M. to 12:00 noon and from 1:00 P.M. to 5:00 P.M., Monday through Friday and 8:00 to 12:00 on Saturday.

### Holiday Schedule

The State of Texas authorizes certain legal holidays for all state employees, but provides that educational institutions may adjust the actual observance of these holidays to permit most efficient operation. An official college holiday schedule is published in September of each year.

All personnel of Prairie View A. and M. College who occupy budget line-item positions on the date of any holiday authorized for college employees during each fiscal year will be paid for that holiday without regard for the employee's length of service.

Any employee who is eligible for a holiday with pay but who is required to work on that holiday will be entitled to appropriate compensating time off with pay to be taken on such day as may be mutually agreed upon by that person and his supervisor.

Bi-weekly or hourly employees will not be paid for holidays, under the present system at the college

Vacation time accrues only to those employees of Prairie View A. and M. College who are on twelve-month full-time budgeted appointments. Members of the faculty and staff on nine-month or ten-and one-half month budgeted appointments are not so considered even though they may be employed by another part or the same part of the System for the remaining portion of the year.

Personnel on such twelve-month appointments. in addition to the authorized System holidays, shall, without deduction in salary, be entitled to a vacation of two normal work weeks in any one fiscal year, such entitlement to be accrued proportionately for each month of service during the year.

Full-time twelve-month employees with fifteen (15) or more years of employment with the State shall be entitled to two normal work weeks plus five (5) additional normal working days of vacation in any one fiscal year. Full-time twelve-month employees with twenty (20) or more years of employment with the State shall be entitled to two normal work weeks plus ten (10) additional working days of vacation in any one fiscal year.

As a matter of general policy, vacations are expected to be taken in the fiscal year in which vacation time is earned. However, it is not required that the total vacation be taken at one time. In



exceptional circumstances, unused vacation time may be carried over into the following fiscal year.

All personnel are expected to give consideration to maintaining efficient operations when scheduling their vacations and should arrange vacation schedules with the Heads of their departments well in advance of the vacation date anticipated. Any faculty or staff member considering taking annual leave at a time coinciding with the termination of his employment in the college should consult the Business Office concerning current policy governing such a situation.

(a) Persons incapacitated by illness will be paid automatically to  
Leave of Absence (Other than Annual Leave)

Leave of Absence (With Pay)

Applications for leave of absence with pay for thirty days or less may be approved by the President of the College.

Requests for leave of absence with pay should be initiated within the department of the individual requesting leave. Appropriate forms will be furnished by the head of the department.

Leave of Absence (Without Pay)

Applications for leave of absence without pay for twelve months or less may be approved by the President of the System. No leave of absence without pay for more than twelve months is granted. However, extensions of leaves of absence may be requested. Such extensions may be granted on a year-to-year basis if approved by the Board of Directors.

Requests for leaves of absence without pay should be initiated within the department of the individual requesting leave. Appropriate forms will be furnished by the head of the department.



### Leave of Absence (Illness)

The Board policy on Leaves Due to Illness is stated in Section 9 of the "Objective, Rules, Regulations for The Texas A&M University System," adopted September 24, 1963, as follows:

"Leaves due to illness are authorized with pay to be allowed to the end of the month following the first regular meeting of the Board of Directors after the illness is incurred."

Administrative Order No. 16 interprets the Board policy as follows:

#### "2. Leave Due to Illness

(a) Persons incapacitated by illness will be paid automatically to the end of the month in which they are taken ill.

(b) They may be paid to the end of the month following the next regular meeting of the Board of Directors, upon the approval of the respective president or director. In cases of illness extending to the time of such regular meeting of the Board of Directors, the matter should be submitted to the President of the System for presentation to the Board for action. In cases where the illness began during the month in which a regular meeting of the Board is to be held and it was impossible to ascertain that the illness would continue beyond the end of the month, payment for the ensuing months should be made only after approval of the President of the System.

(c) In cases of illness extending beyond that specified in (b), the matter shall be submitted to the Board through the President of the System by the President of the College, together with his recommendations.

(d) Presidents and directors are urged to keep careful and complete records of illness during the fiscal year in order that a



proper report can be made, when and if required."

#### Leave of Absence (To Attend Conferences and Professional Meetings)

It is the policy of the College to grant permission to members of the faculty or staff to attend conferences and professional meetings when it is determined that such attendance will enhance the prestige of the College and will contribute to the professional development of the individual and to the advancement of knowledge within his professional field.

Requests for such permission should be initiated by the faculty or staff member at the departmental level. If approved by the head of his department or division, such requests are forwarded through normal channels to the President or his duly authorized representative for action. Necessary forms are available in the various departments.

Absence from the campus under these conditions is not considered as a leave of absence, but rather as a part of the individual's regular activities.

#### Leave of Absence (Pregnancy)

Any regular employee who becomes pregnant and who will have been continuously employed for 15 months or longer by the expected date of delivery may elect to take maternity leave or terminate employment. If the employee elects to take maternity leave, she must make written application, in the format shown in Attachment a, not later than the sixth month of pregnancy. The application will be accompanied by a written statement from her physician suggesting an appropriate time for her leave to commence.



Maternity leave status will be without pay and the employee must apply for reinstatement from maternity leave within three months after the termination of pregnancy.

If the head of the department or similar administrative unit determines that a position that is open because of maternity leave of the incumbent cannot be filled effectively by a temporary employee, normal personnel procedures will be followed to recruit a permanent replacement. An employee returning from maternity leave status will be offered her previous position, if vacant; otherwise, she must be offered a similar position with at least equal pay and status when such a position becomes vacant, not necessarily in the same office or department.

If an employee, who applies for reinstatement from maternity leave, declines employment in a position similar in nature and pay to that held prior to entering maternity leave status, she will be deemed to have terminated her employment and will not be eligible for future preferential consideration. She may, however, be given further consideration for employment on the same basis as any other applicant.

Department heads will recommend maternity leave on System Form 500 through the same channels as any other personnel action and will maintain the applicant's request and her physician's statement in departmental files.

### Holidays

Holidays for twelve month employees of Prairie View A&M College for Fiscal Year 1971-72 shall be as follows:

Thanksgiving	2 days	November 25-26
Christmas	8 days	December 23-31 and January 1



Easter	2 days	March 31 - April 3
Independence Day	1 day	July 4

### Working Hours (Laundry Employees)

1. The regular working hours for Laundry employees at Prairie View A. and M. College is as follows: 8:00 a.m. to 12:00 noon; 1:00 p.m. to 5:00 p.m. Monday through Friday; 8:00 a.m. to 12:00 noon Saturday. Since the work week is a 40 hour week, employees will be scheduled in order for a skeleton group to be present to maintain the plant Saturday morning.
2. Each employee is required to punch a time card at least four times in one day, in at 8:00 a.m., out at 12:00 noon, in at 1:00 p.m. and out at 5:00 unless otherwise directed. The payroll is made up from the time indicated on your card, therefore, each person is responsible for punching only his card at the proper time.
3. Employees are asked to refrain from any activity which will cause them to leave their post of duty during the official work day/week, except those on official school business.
4. If an employee should leave his post of duty he should punch his card when leaving and punch back in upon his return. Special forms are available in the office which will indicate the time out, the destination and the time the employee returned to place of employment. Management takes the position that an employee's job is inside the building, an employee is not on the job if he is outside of the building for personal reasons.
5. Upon punching in for work each employee is to go immediately to his station and commence the day's work.

### Work Assignment

In order to perform the task for which we have been assigned, it was necessary to divide the plant into work areas or stations and assign certain employees to these stations. This does not indicate that an employee must not be moved to another area when needed.

### Employment of Students

The employment of students in the Laundry is to assist the regular workers in performing their tasks, therefore, when students are assigned

to your area, work with him but do not leave him.

### Personal Laundry and/or Dry Cleaning

Employees who bring their personal laundry and dry cleaning will follow the same procedure as out lined for students and other employees.

### Committee Assignments and Meetings

1. Meet with the regular faculty when designated by the President.
2. Meeting for laundry employees will be held atleast once per month or when deemed necessary.
- 3 Each employee (when called upon) will serve on a committee relative to the laundry and other compus committees.

### General

Class descriptions or specifications are intended to have usefulness as a guide in determining pay scales, in providing information regarding the kind and responsibility of work, in facilitating, through uniform terminology, the various budgetary and personnel processes, and in providing a guide for the selection of qualified personnel. The complete group of class specifications will provide a basis by which employees, department heads, administrative officers, and legislative officials may think in common terms about jobs. A plan to achieve these objectives must necessarily standardize the title terminology for grouping similar positions across departmental lines.

### Class Title

An effort has been made to provide titles which are reasonably descriptive of the kind of work. By using the titles on payrolls, budget



## CHAPTER II

This chapter contains descriptions of various classes of positions which it is proposed should be recognized in the classified service of the Prairie View Agricultural and Mechanical College as it relates to employees of the Laundry and Dry Cleaning Department. The descriptions are preceded by an index under which the titles of various classes are arranged into several broad occupational groupings.

In order to assist in the interpretation of the class descriptions, a brief explanation of the sections of the description is appropriate.

### General

Class descriptions or specifications are intended to have usefulness as a guide in determining pay scales, in providing information regarding the kind and responsibility of work, in facilitating, through uniform terminology, the various budgetary and personnel processes, and in providing a guide for the selection of qualified personnel. The complete group of class specifications will provide a basis by which employees, department heads, administrative officers, and legislative officials may think in common terms about jobs. A plan to achieve these objectives must necessarily standardize the title terminology for grouping similar positions across departmental lines.

### Class Title

An effort has been made to provide titles which are reasonably descriptive of the kind of work. By using the titles on payrolls, budget



estimates, and personnel reports, and other official forms and reports dealing with positions or personnel a common understanding of the positions can be provided. The proposed titles are intended primarily for these purposes, and it would be expected that more appropriate working titles will better serve for such purposes as signing correspondence or for use in other public or official contacts. Where there is more than one class in an occupational series, numerals have been used in the title to designate the relative level of a class. The roman numeral (I) always indicates the lowest level of a series.

### Nature and Examples of Work

This section is a general description of the work of the class with emphasis on pointing out the salient characteristics which distinguish the work of the class from that of any other classes. The section attempts to point out the elements of the class in terms of difficulty of work, responsibilities, unusual working conditions, supervision received and exercised, or other basic factors which serve to establish the level of the class. The list of illustrative examples is intended to enable the reader to obtain a more complete concept of the actual work performed. The list is descriptive but not limiting the services merely to illustrate the more typical portions of work of the class.

### Requirements of Work

This section includes a statement of the experience and training which would ordinarily be expected of a new employee being recruited into the class. In addition, the section sets forth those knowledges, abilities, and skills ordinarily needed by an employee for successful performance of the work. This section provides information which should be



useful in evaluating the qualifications of applicants for positions. Personal characteristics commonly required of all employees, such as honesty, sobriety, and industry, have not been mentioned since they are assumed to be required qualifications for all positions.

As was pointed out, the complete group of class specifications only provide a basis by which employees, department heads, administrative officers and legislative officials may think in common terms about jobs. These classifications do not give a specific description of a particular job being performed by an employee during the day to day operations, therefore, in Chapter III a detailed job description will be given in order that each employee, new or old, will know what is expected of him in the performance of a particular task.

TEXAS AGRICULTURAL AND MECHANICAL

COLLEGE SYSTEM

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

**NATURE AND CHARACTER OF WORK:** This is responsible supervisory work in planning and directing all phases of the operation of the college laundry, including dry cleaning.

Work of this class involves supervising all laundry operations, including washing, dry cleaning, drying and pressing equipment and machinery. The employee of this class has responsibility for planning a laundry schedule which provides for the needs of the faculty, students, and employees with clean clothing, bedding, and linens. Supervision is exercised over subordinate who in turn supervise lower level laundry workers. General policies are outlined by a supervisor, but work is carried out independently with review only for satisfactory quality and quantity of production.

## CHAPTER II

### CLASS TITLE

Nature and Example of Work

Illustrative Example

Requirements of Work

TEXAS AGRICULTURAL AND MECHANICAL

COLLEGE SYSTEM

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

The laundry is a large commercial institution which provides for the large-scale laundering and dry cleaning of the college's laundry. It is a responsible supervisory position and requires a high school or equivalent education and experience in supervising laundry operations. The position is responsible for the planning and directing of all laundry operations, including the scheduling of work, the supervision of the laundry workers, and the maintenance of the laundry equipment. The position is also responsible for the procurement of supplies and the control of the laundry budget.

(1) Considerable knowledge of the operation and maintenance of large high production laundry and dry cleaning machinery and equipment. (2) Considerable knowledge of the operation and use of soap, bleach, washing machines, extractors, and cleaning fluids and processes. (3) Considerable knowledge of methods and colored materials and their reactions to soap, bleach, water temperatures, and laundry machines. (4) Ability to plan and lay out a large volume of laundry work and to direct others in performing the work in such a manner as to maintain the rate of production required. (5) Ability to control all laundry equipment and machinery used in a modern laundry. An important feature is



## LAUNDRY MANAGER

**NATURE AND EXAMPLES OF WORK:** This is responsible supervisory work in planning and directing all phases of the operation of the college laundry, including dry cleaning.

Work of this class involves supervising all laundry operations, involving washing, dry cleaning, drying and pressing equipment and machinery. The employee of this class has responsibility for planning a laundering schedule which provide several large departments, faculty, students, and workers with clean clothing, bedding, and linens. Supervision is exercised over subordinates who in turn supervise lower level laundry workers. General policies are outlined by a superior, but work is carried out independently with review only for satisfactory quality and quantity of production.

**Illustrative Examples:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Helps plan work schedules for college laundry in order to meet production requirements for each department and college community needs.

Supervises operation of modern laundry machinery and equipment.

Requisitions all supplies needed to operate laundry efficiently and economically.

Supervises repairs, replacements, and adjustments to machinery and equipment.

Receives daily instructions for non-routine work.

Supervises the keeping of all laundry records; checks and turns in all cash received daily to the Fiscal Office.

Makes out time sheets for weekly employees and makes out orders for repair parts and supplies.

Performs related duties as required.

**REQUIREMENTS OF WORK:** Considerable responsible experience in a large commercial or institutional laundry having facilities for large-scale laundering and dry cleaning and finishing work, including considerable supervisory experience; and graduation from a standard high school or vocational school with course work in laundering and dry cleaning; or any equivalent combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Considerable knowledge of the operation and maintenance of modern high production laundry and dry cleaning machinery and equipment. (2) Considerable knowledge of the preparation and use of soaps, bleaches, washing solutions, starches, and cleaning fluids and processes. (3) Considerable knowledge of textiles and colored materials and thier reactions to soaps, bleaches, water temperatures, and laundry machines. (4) Ability to plan and lay out a large volume of laundry work and supervise others in performing the work in such a manner as to maintain the rate of production required. (5) Ability to operate all laundry equipment and machinery used in a modern laundry, to instruct others in



machine and equipment operation, and to help maintain all machinery in operating condition. (6) Ability to supervise a large number of subordinate employees. (7) Ability to work under hot, humid, and frequently crowded, conditions for extended periods of time.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.

Employees of this class may operate one or more of the machines in the laundry and may supervise washing machines. Work involves responsibility for maintaining established standards of cleanliness and all work subject to inspection by superiors.



## LAUNDRY WORKER I

**NATURE AND EXAMPLES OF WORK:** This is routine work in the performance of standard laundry tasks in the college laundry.

Employees of this class may operate one or more of the machines in the laundry not including washing machines. Work involves responsibility for maintaining established standards of cleanliness and output with all work subject to inspection by superiors.

**Illustrative Examples:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Sorts, folds, counts, and relays laundry, including clothes, linens and bedding.

Operates one or more of such laundry machines as shirt presses, flat-work presses, and hand irons; changes covers on presses.

Relieves other workers as required by laundry workload.

Carries soiled laundry to conveyor belt; places bundles on checking counter for markers; helps keep working area clean; separates soiled clothes according to color; places curtains on stretchers; and places curtains on hangers for delivery.

Checks clothes against customers list; wraps, and places laundry mark on bundles.

Performs related duties as required.

**REQUIREMENTS OF WORK:** Some experience in a commercial, institutional, or home laundry; and completion of the eighth school grade, or any equivalent combination of experience and training which provides knowledge, abilities, and skills as follows:

- (1) Some knowledge of laundry processes.
- (2) Ability to operate laundry machinery, or to acquire skill in the operation of such equipment.
- (3) Ability to work on more than one job as laundry workload requires.
- (4) Ability to work under hot, humid conditions for extended periods of time.



## LAUNDRY WORKER II

**NATURE AND EXAMPLES OF WORK:** This is responsible supervisory and semi-skilled work in the college laundry.

Work involves responsibility for supervising finishing of clothes and linens, including supervision of employees, or the performance of responsible checking and marking work. Duties require exercise of some judgement in the various processes.

**Illustrative Examples:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises the operation of drying equipment and/or presses, and instructs new employees in their work.

Supervises and participates in racking and distributing laundry to customers; receives payment from customers for laundry; checks truck driver out for deliveries.

Directs receipt and distribution of clothes and linens; supervises flat work ironers, separators of wearing apparel, shirt and pants presses. Makes minor repairs and adjustments to machinery and equipment.

Marks clothing, linens, and bedding for identification; classifies and counts clothing, linens, and bedding to be laundered; inspects tears; mends shirts and sews on buttons.

Checks quality of work performed by subordinates and other employees.

Keeps time for unit operators and counts pieces finished.

Performs related duties as required.

**REQUIREMENTS OF WORK:** Experience in an institutional or commercial laundry; and completion of the eighth school grade; or any equivalent combination of experience and training which provides knowledges, abilities and skills as follow:

(1) Knowledge of laundry procedures and standard laundry equipment. (2) Knowledge of acceptable methods of record keeping, weighting, making entries of laundry items. (3) Some knowledge of soaps, starches, bleaches, and blueing and their uses. (4) Ability to operate all types of laundry equipment. (5) Ability to perform simple clerical work such as counting, making appropriate lists and records relating to laundry. (6) Ability to do minor sewing and repairing of uniforms, jackets, and other laundry items. (7) Ability to maintain a schedule of work production. (8) Ability to understand and follow oral and written instructions. (9) Ability to work under hot, humid conditions for extended periods of time. (10) Skill in handling and finishing laundry.



## LAUNDRY WASHMAN

**NATURE AND EXAMPLES OF WORK:** This is skilled work in the college laundry involving the operation of washing machines in volume laundering.

Work involves performance of a variety of tasks related to the washing of clothes and linens in the laundry, including the preparation of bleach, starch, and blueing solutions and charging machines with soiled laundry. Importance is attached to these positions through the responsibility for proper water temperature, washing time, or concentration of solutions to prevent undue damage, shrinkage, or wear to articles being washed. Work is performed under hot, humid conditions for extended periods of time, and requires heavy manual labor. Work is performed under the direction of a superior and is reviewed by observation of results obtained.

**Illustrative Examples:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Identifies type of pre-sorted laundry and, on the basis of materials to be washed, determines water temperatures, amounts of soap, and other substances to be used.

Charges washing machines with soiled laundry; fills washing machines with water of correct temperature; and adds commercially prepared soaps; determines correct proportions of bleach, starch and blueing and adds these solutions to each load; observes the operation of washing machines and determines when the laundry has been thoroughly washed.

Participates in the unloading of the laundry from washing machines; operates water softener and tests for hardness.

Unloads washing machines, loads and unloads extractors, places towels and clothing in extractors and transfers all articles to their respective units for finishing.

Cleans wash room with hose, water and broom.

Assembles clothes by lots when leaving checking units.

Keeps washing machines clean.

Performs related duties as required.

**REQUIREMENTS OF WORK:** Experience as a washman in an institutional or commercial laundry; and completion of the eighth school grade; or any equivalent combination of experience and training which provides knowledge, abilities and skills as follow:

- (1) Knowledge of standard laundry washing methods and equipment.
- (2) Knowledge of textiles and of the proper temperatures, cleaning methods, and soaps, starches, bleaches, blueings, and other materials needed to wash satisfactorily.
- (3) Some knowledge of the use and care of standard commercial laundry washing and extracting equipment.
- (4) Ability to understand and follow oral and written instructions.
- (5) Ability to perform heavy manual labor under hot, humid conditions for extended periods of time.
- (6) Skill in charging and operating washing, extracting, and water softening equipment.



## UTILITY WORKER

**NATURE AND EXAMPLES OF WORK:** This is semi-skilled manual labor work, some of which is of more than ordinary difficulty involving accomplishment of various college construction, maintenance, repair, and service activities.

Work involves the performance of a variety of routine tasks using journeyman tools and equipment following standard procedures or under close supervision, although routine tasks and some more difficult tasks are performed with considerable independence. Most of the more difficult work is performed under the supervision of skilled workmen or a supervisor. Instructions are received orally, but may be written. Work is subject to inspection during its progress or upon completion.

**Illustrative Examples:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs rough carpentry or other trades work, such as building concret forms, wooden fences, shipping crates; does light or simple repair, maintenance, or alteration work on college houses, dormitories, and buildings.

Performs rough and some finish painting of structures, equipment, and miscellaneous items, including signs or lettering; fabricates and erects metal and wooden signs; hangs paper; cleans and polishes floors.

Performs rough, and in some instances, skilled electric work.

Performs some rough and some skilled plumbing work, such as un-stopping drains, cutting and threading pipe to run gas and water lines; assists in installing plumbing fixtures.

Operates heavy trucks, tractors, graders, motor vehicles, tractor pulled mowers, and other automative equipment in connection with hauling, mowing, farming, digging, grading, plowing and similar level work; services and makes temporary and minor repairs on foregoing equipment; sharpens and repairs hand tools.

Repairs and replaces worn or broken parts, and and maintains supplies or service equipment and machinery.

Operates and assists in the maintenance of special power driven equipment for light excavation and trenching, and for drilling to secure earth and rock borings on foundation surveys.

Ordinarily performs semi-skilled to skilled operation on motor-driven equipment used to alter shape or form of materials and to sharpen and alter tools.

Does welding, spraying, and other light work on machinery, equipment and vehicles.

Performs related duties as required.

**REQUIREMENTS OF WORK:** Some experience in semi-skilled to skilled work in building and mechanical trades, or the maintenance and operation of machinery and equipment; and completion of the eighth school grade; or any equivalent combination of experience and training which provides knowledges, abilities, and skills as follow:



(1) Some knowledge of the principles and practices applied in the care and efficient use of hand tools, machinery and equipment used in the performance of the assigned jobs. (2) Some knowledge of the routine phases of several skilled trades. (3) Ability to understand and follow oral and written instructions. (4) Ability to withstand heavy manual work or awkward positions in lifting, pulling, pushing swinging, shoveling, and related work. (5) Skill in the use of hand tools and the operation of less complex to semi-complex machinery and equipment.

This class is designed to cover as wide a variety of installation work as does not require as high a degree of skill as that of a journeyman. Assignments are relatively repetitive and may be accompanied by demonstrations or lectures. An employee may receive his own instructions for accomplishing assignments and may work independently, but he is subject to inspection in process and upon completion by a supervisor. Employees in this class may occasionally supervise the work of one or more laborers or helpers.

Illustrative Examples: (Any one position may not include all of the duties listed but the listed examples include all tasks which may be found in positions of this class.)

Perform maintenance and repair work on structural members, frames such as building steps, installing shingles, and locks; make window doors; put in window panes and lay asphalt, rubber, and plastic tile; place sheet rock in building houses.

Does repairs and carpentry work such as building garages, sidewalks, floors, stairs and door frames; builds simple cabinets, sets and hangs doors; does rough repairs to furniture, floors and porches.

Performs electrical service work such as locating and installing electric wiring, repairing electric wiring, and installing electric service.

Fixes pipes, repairs valves, drains, gas stoves, space heaters and hot water heaters, and related plumbing equipment; makes inspection of refrigeration and heating systems, makes minor repairs; tightens bolts, nuts or washers, adjusts thermostats; replaces defective motor and valves.

Performs maintenance as required.

Illustrative Examples: (Any one position may not include all of the duties listed but the listed examples include all tasks which may be found in positions of this class.)

(1) Some knowledge of the principles and practices applied in the care and efficient use of hand tools, machinery and equipment used in the performance of the assigned jobs. (2) Some knowledge of the routine phases of several skilled trades. (3) Ability to understand and follow oral and written instructions. (4) Ability to withstand heavy manual work or awkward positions in lifting, pulling, pushing swinging, shoveling, and related work. (5) Skill in the use of hand tools and the operation of less complex to semi-complex machinery and equipment.



## MAINTENANCE WORKER

**NATURE AND EXAMPLES OF WORK:** This is skilled work of a limited nature involving the performance of a variety of maintenance and repair tasks in and on college buildings and structures.

Work involves performance approaching the level of that performed by a journeyman in the trade, but is usually below that level in that it does not cover as wide a variety of maintenance and installation work and does not require as high a degree of skill as that of a journeyman. Assignments are ordinarily received verbally and may be accompanied by sketches or blueprints. An employee may devise his own methods for accomplishing assignments and may work independently, but work is subject to inspection in process and upon completion by a supervisor. Employees in this class may occasionally supervise the work of one or more laborers or helpers.

**Illustrative Examples:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs maintenance and repair work on dwelling houses and dormitories such as building steps, installing shingles, and locks; makes screen doors; puts in window panes and lays asphalt, rubber, and plastic tile; places sheet rock in dwelling houses.

Does repair and carpentry work such as building garages, side-walks, doors, screens and door frames; builds simple cabinets, stock pens and fences; does rough repairs on furniture, floors and porches.

Performs electrical service work such as locating and eliminating short circuits, replacing and installing electric services; checks and services electric motors.

Fits pipe, repairs valves, drinking fountains, gas stoves, space and hot water heaters, and related plumbing equipment; makes inspection of refrigeration equipment or heating systems, making minor repairs; tightens belts, bolts or nuts, adjusts thermostats; replaces floats in steam traps; removes and replaces defective motor and valves.

Performs related duties as required.

**REQUIREMENTS OF WORK:** Experience in building, machinery and equipment maintenance, installation, and repairs and training along specific lines of assigned duty; or and equivalent combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Considerable knowledge of methods, practices, tools and materials used in maintenance and repair work. (2) Considerable knowledge of the occupational hazards and safety precautions of trades work. (3) Knowledge of the specific trades necessary to adequate performance of jobs involved in the work. (4) Ability to supervise several semi-skilled and unskilled workers. (5) Ability to follow simple oral written instructions and directions. (6) Ability to understand and work from sketches, penciled layouts, and blue prints. (7) Ability to establish and maintain effective working relationships with other employees. (8) Ability to keep simple



records and make reports. (9) Skill in the use of tools and equipment necessary to perform various maintenance and repair tasks.



## CLERK TYPIST

**NATURE AND EXAMPLES OF WORK:** This is varied clerical and typing work which follows established procedures.

Work involves typing as an essential duty, but work normally includes other clerical assignments, although the amount of time spent in typing varies considerably among positions in the class. In either case the work follows prescribed procedures and policies which can be learned within a reasonable time by training on the job. Instructions are given at the beginning of work and with major changes in policies or procedures, although employees usually work with relative independence on more routine aspects after they become familiar with organizational methods and standards.

Employees may make arithmetic or other checks on the work of other employees for accuracy, and usually supervise part-time clerical aides assisting in more routine work details. Work is usually reviewed or verified by a superior or an internal check procedure, although after gaining experience less sensitive work may be released without review.

**Illustrative Examples:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Types manuscripts, letters, bulletins, reports, library cards and labels, fiscal forms, lists, memoranda, stencils, and plates, and other material from copy, rough draft, or clerical records.

Open mail, sorts, routes, shelves, or files correspondence, fiscal forms, books, pamphlets, magazines, academic records, checks, documents, or other materials numerically, alphabetically, or by other established classifications.

Checks cash register tapes against receipts, orders supplies from route man; prepares simple profit and loss summaries.

Maintains, calculates, checks for completeness and accuracy, and posts to standardized personnel, payroll, equipment, registration, fiscal, purchasing, stock, research, academic, test, and other records and accounts, and prepares prescribed reports from such documents.

May operate various office machines as mimeograph, photostat, adding machine, calculator, graphotype, addressograph, and other office equipment requiring little or no previous experience to operate.

Collects student fees and deposits, employee payments, and maintains records or receipts; cashes checks.

Acts as receptionist; answers telephone and personal inquiries; routes calls and visitors; secures, records, and gives out routine information; makes appointments; supervises the mailing of bulletins, applications, and other mass communication media; assists in keeping stock records and in ordering, receiving, and issuing supplies, merchandise, and other items.

Performs related duties as required.

**REQUIREMENTS OF WORK:** Experience in typing and general clerical work; and graduation from a standard high school, preferably supplemented by



college level courses in secretarial science; or any equivalent combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Knowledge of the efficient operation and care of a typewriter.
- (2) Knowledge of business English, spelling, punctuation, and arithmetic, and possession of a good vocabulary.
- (3) Knowledge of modern office practices, procedures, systems, and equipment.
- (4) Some knowledge of the operation of standard office equipment and machines.
- (5) Ability to type accurately, rapidly, and neatly from copy and rough draft.
- (6) Ability to learn assigned clerical tasks and rudimentary organizational policies, procedures, rules, and regulations readily and to adhere to standardized procedures.
- (7) Ability to make arithmetical computations and tabulations accurately and with reasonable speed.
- (8) Ability to establish and maintain effective working relationships with superiors and associates, and to effectively convey information to the general public and special groups contacted.

Offices; washroom windows and walls.

Washes while standing on ladders, or otherwise climb; any do minor building repairs.

Clean restrooms and replenishes supplies.

Moves and cleans office and workroom furniture and equipment; cleans restrooms and carries mail.

Replaces light bulbs, cleans and polishes brass, and untops lavatories and toilets; reports damaged structures and equipment; locks and unlocks doors.

Locks garbage; cleans garbage cans.

Helps prepare food, serves meals, and cleans up tables and dishes.

Sends loans, trim shrubs, and cleans walks and grounds adjacent to the assigned building as an incident to other duties.

Performs related duties as required.

REQUIREMENTS OF WORK: Experience in janitorial or custodial work; and ability to read and write; or any equivalent combination of experience and training which provides knowledges, abilities, and skills as follow:

- (1) Knowledge of cleaning methods, materials, and equipment.
- (2) Some knowledge of good service work.
- (3) Ability to make minor repairs and adjustments to building fixtures and equipment.
- (4) Ability to follow simple oral and written instructions.
- (5) Ability to exert clean care in the use of cleaning materials for difficult types of building surfaces.
- (6) Ability to withstand the strain of long hours of work performing heavy manual tasks.

## CUSTODIAL WORKER I

**NATURE AND EXAMPLES OF WORK:** This is manual work involving the custodial care of college buildings and premises.

Work involves the performance of cleaning and minor maintenance work in an assigned building or building area. Primary responsibility is for the use of proper methods and materials in cleaning and otherwise caring for building areas and equipment. Employees in this class work under close supervision or work follows a well-established routine.

**Illustrative Examples:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Sweeps, mops, scrubs, waxes, and buffs floors; dusts and cleans offices; washes windows and walls.

Works while standing on ladders, or otherwise climbs; may do minor building repairs.

Cleans restrooms and replenishes supplies.

Moves and cleans office and dormitory furniture and equipment; runs errands and carries mail.

Replace light bulbs, cleans and polishes brass, and unstops lavatories and toilets; reports damaged structures and equipment; locks and unlocks doors.

Loads garbage; cleans garbage cans.

Helps prepare food, serve meals, and clean up tables and dishes.

Tends lawns, trims shrubs, and cleans walks and grounds adjacent to the assigned building as an incident to other duties.

Performs related duties as required.

**REQUIREMENTS OF WORK:** Experience in janitorial and related custodial work; and ability to read and write; or any equivalent combination of experience and training which provides knowledges, abilities, and skills as follow:

(1) Knowledge of cleaning methods, materials, and equipment. (2) Some knowledge of food service work. (3) Ability to make minor repairs and adjustments to building fixtures and equipment. (4) Ability to follow simple oral and written instructions. (5) Ability to exercise care in the use of cleaning materials for different types of building surfaces. (6) Ability to withstand the strain of long hours of work performing heavy manual tasks.



## CHAPTER III

### INTRODUCTION

The purpose of this chapter is to distinguish between the method of operating the dry cleaning area from that of the laundry area.

The laundry fee paid by the student does not cover the service rendered in the dry cleaning area.

Method of processing garments brought to the dry cleaning area is as follows:

1. Invoice tickets are provided at the counter for recording the customers name, the date, possible address and the number of items to be processed, and the type of work to be performed by the operators.
2. Premarked tags are used for identification purposes, enabling the counter operator to return garments to rightful owners. Also, the premarked tags are designed to distinguish between each days operation. (SEE AT END OF CHAPTER III.)
3. Each invoice is numbered and a ledger type record is kept in the office to record each invoice in a numerical order, giving the date of receiving and issuing the order for each customer.
4. To aid in keeping track of all invoices, a form is kept near the cash register to record all invoices that are issued each day. The invoices and forms are retained in the office for an indefinite period for future references.
5. Cash from this operation is recorded and turned into the Fiscal Office during the week.
6. Operating procedures and job descriptions for the individual worker are outlined on the following pages. Also at the end of the chapter are copies of the forms used for the dry cleaning area.

### CHAPTER III

#### JOB DESCRIPTIONS

To facilitate the organization and assignment of personnel of the Dry Cleaning Department, it is imperative to break down the work centers or stations into occupational activities. For the benefit of the organization it is desirable to have five basic classifications in terms of areas or stations. These are as follows:

#### DRY CLEANING

##### STATION NO. 1 - COUNTER GIRL

#### OPERATOR FUNCTIONS

1. Serves the counter in receiving and issuing garments to customers.
2. Fill out invoices for garments brought in by customers.
3. Place identification marks in garments.
4. Inspect garments for rips and/or tears.
5. Operates the cash register.
6. Place garments over trucks to be sent to the dry cleaning area.
7. Keep minor records as may be designated by the supervisor.
8. Alter clothing as requested by customers.
9. Assist in the bagging area and finishing area when not otherwise engaged.

#### PROCEDURE

While waiting on the counter, when garments are received, the



operator will fill in the invoice, getting the name of the person and possibly the address, the number of and types of garments, the service to be rendered, a color description of the garments as nearly as possible and the day the person would like to pick up the garment or order.

Take only one bundle at a time on the marking table, select a pre-marked tag in accordance with the number of garments and the day of the week, and staple the tag in a convenient section of the garment.

All garments are to be inspected for rips and/or tears, all pockets are to be searched and if personal items are found in the garment (s), place these items in a small bag with proper identification in order that these items may be returned to the customer. Items such as delicate buttons, buckles are to be treated in the same manner.

The plant will attempt to use the lot system. This is done by keeping a certain number of garments together in baskets or piles and the invoices from these garments are kept together and are given a number which will accompany the tickets and the clothing during the entire process. The lot number, the invoices and their contents will be recorded in a ledger.

In making change for the customer, the operator will indicate in figures in the upper right hand corner of the invoice, the denomination of the bill in which change was given. Example: If a dollar bill, the operator will write a five (5) in the upper right hand corner of the invoice. The invoice tickets will be kept in a sequential order in keeping with the figures on the cash register tape, also a special form will be used near the cash register to record each invoice as the garments are issued. This is the record kept for the benefit of the manager and protection of the operator. A

special ledger will be provide for a permanent record.

## STATION NO. 2 - CLEANER

### OPERATOR FUNCTIONS

1. Sorts the garments into their proper classifications and get them ready for dry cleaning.
2. Weigh and record the poundage of each loae.
3. Attends the dry cleaning unit.
4. Inspects garments for prespotting or special attention.
5. Prepares the soap stock solutions required.
6. Wet clean as it becomes necessary.
7. Special attention to be given all garments to determine their cleanability.
8. Cleans the filter and determines to condition of solvent at all times.
9. Spot garments when needed.
10. Assist in the finishing department when not otherwise engaged.

### PROCEDURE

In attending the dry cleaning unit the operator upon arrival at work, should immediatly start checking his equipment in getting ready for the day's operation. He should do the following: (1) Clean the button or lent trap, (2) check the solvent level in the washer, and check the condition of the solvent, (3) check the belts and pulleys, and (4) make certain the equipment is properly oiled and/or greased. The operator keeps the solvent pure and crystal clear through proper filtration and the use of the vacuum still. He places filter screens in the filter prior to cleaning the garments. While this is being done, he classifies the garments according to color weight, and



delicacy of garment and notes items needing special attention. Cuffs of trousers are brushed before cleaning.

When the garments are taken from the tumbler, they are rechecked for remaining spots or stains. If spotting is needed, the operator should put forth every effort to keep each lot separated.

### STATION NO. 3 - SILK AND WOOL FINISHERS

#### OPERATOR FUNCTIONS - - - - Finishing Department

Restore dry cleaned and wet cleaned garments to their proper finish, original shape and style.

#### PROCEDURE

This is done by the use of the various shapes and sizes of presses in combination with electric and hand steam irons.

The operator should make certain that his is clean before attempting to finish a garment. Also, he should make certain that he has every thing needed around his area to complete the job such as, whisk brooms, hand press pads, pins skirt clamps, hangers and etc.

If garment is to be repaired, this should be done prior to finishing and should go to the repair department or area.

Garments that are to be finished by the use of certain pieces of equipment, should be carried to that area. Example: Coat sleeves without creases should be carried to the bag sleever.

Special attention to be given certain garments are as follows:

1. Roll lapels of coats unless otherwise requested.
2. Press back lining of coat (touch up) with a hand iron.
3. Smooth out the waist band and pockets of trousers and do not double crease, and make certain cuffs are clean.

4. Pleats in skirts are to be straight and have proper width.
5. Other special techniques will be introduced by the manager.
6. Replace all buttons, buckles, belts, or ornaments and etc.

#### STATION NO. 4 - ALTERATIONIST AND BAGGER

##### OPERATOR FUNCTIONS

Inspect garments for the proper finish, needed repairs or alterations, spotting, missing buttons, belts, buckles or any item that should be with the garment. Examine and match the invoice description and garment tags to absolutely identify the right garments. Assemble the order and bag the order and store.

##### PROCEDURE

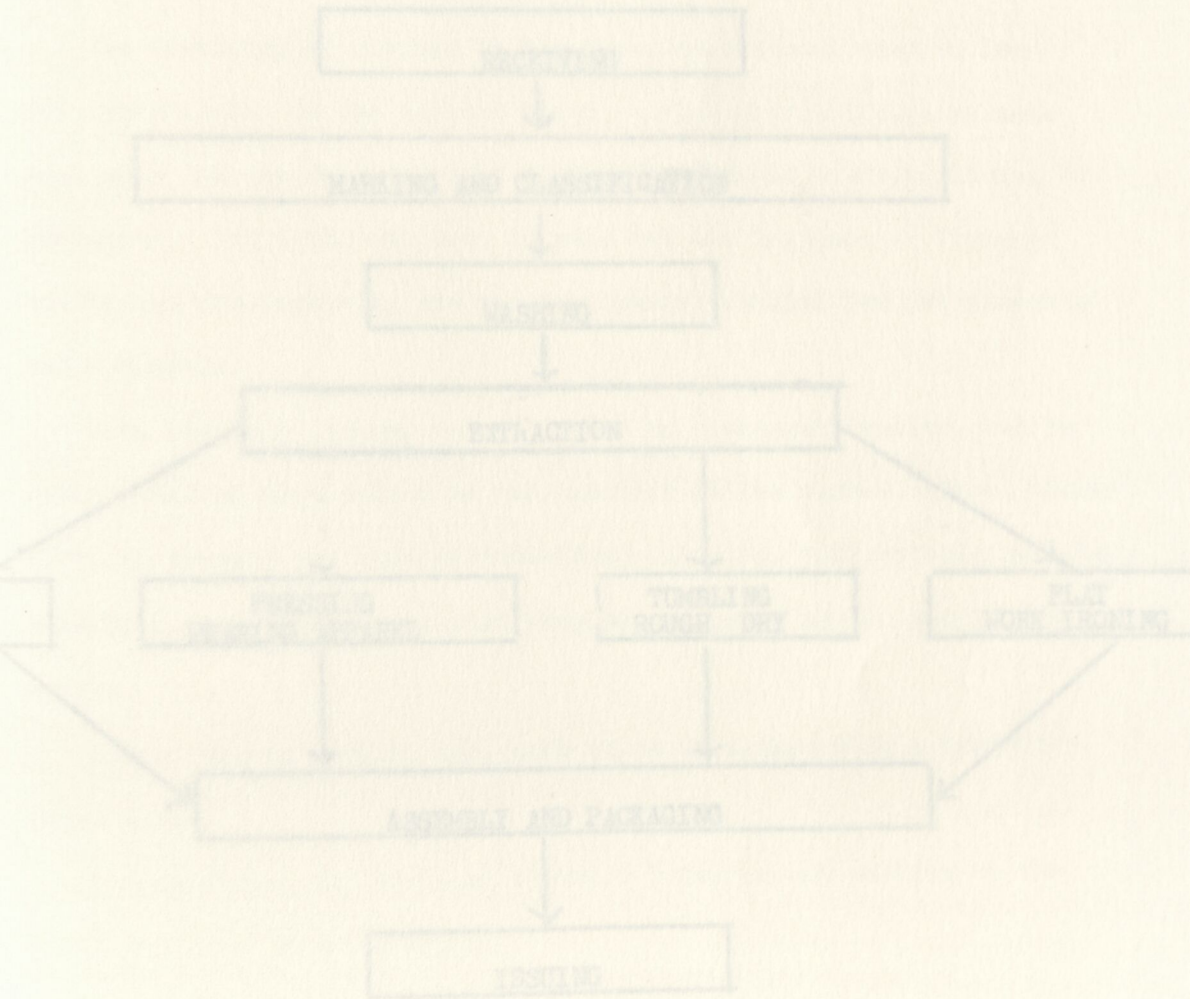
When the garment is inspected or examined for standards of cleaning, spotting, finishing, alteration and repairs, if needed the operator may work on the garment to bring it up to standard, or return it to the proper department with a request that the work be improved.

With the invoice, the operator will check the invoice tag with the tags on the garments and will check and double check to make certain that the garment is the right garment for that order. When you are certain, the bagging procedure is as follows: (1) Place coats on the same hanger with trousers, whether suits or sports wear, (2) place only one suit under one bag, (3) it is permissible to place two pair of trousers on the same hanger and a shirt can be placed on the same hanger over the trousers, (4) not over three dresses should be placed in the same bag, (5) ladies coats and skirts should be placed on separate hangers. The idea is not to crowd too many garments into



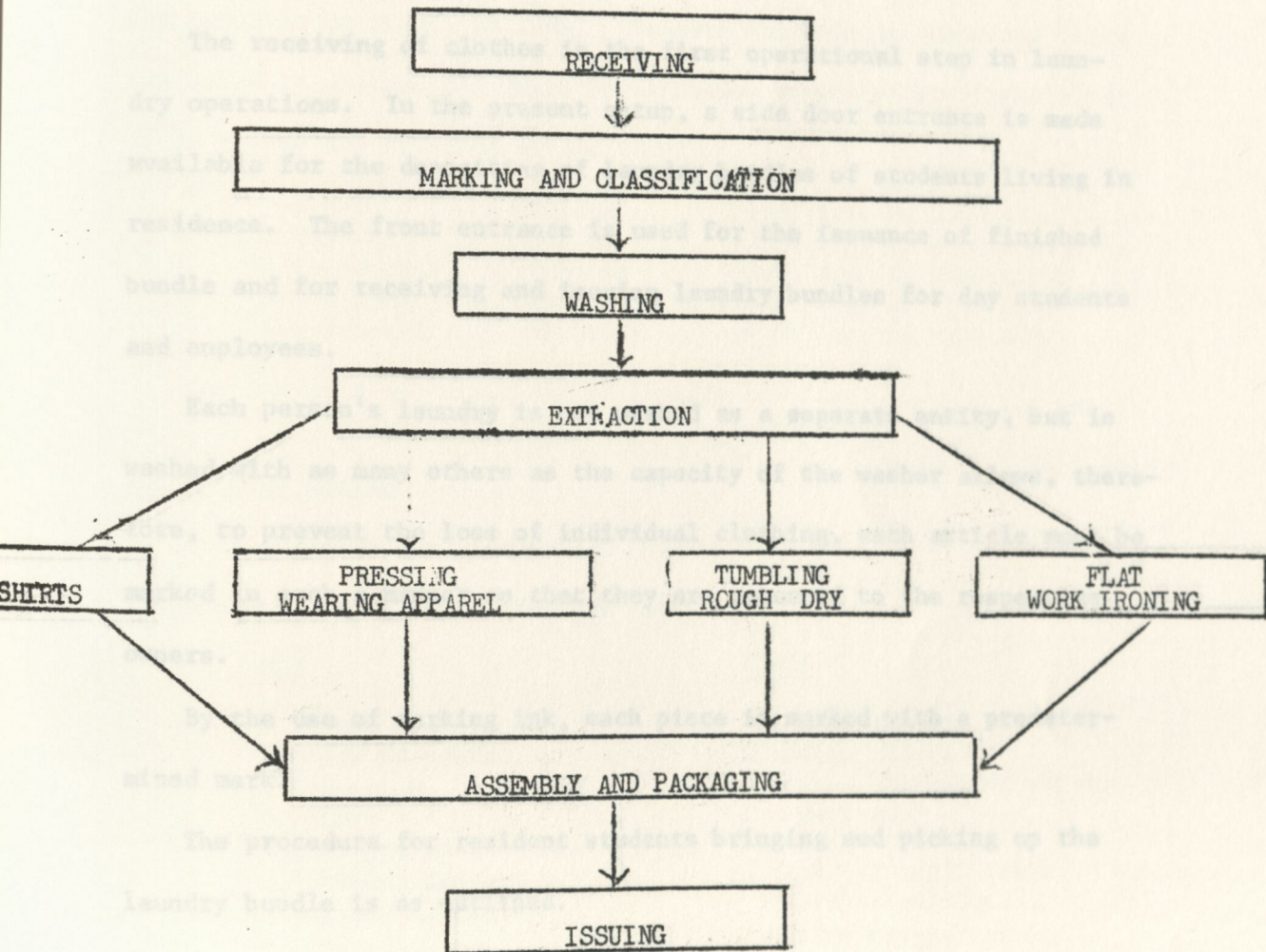
one gab. All garments should be stored in an alphabetical order for easy finding, when waiting on customers, and tied together to safeguard each order from being mistakingly sent out of the plant.

Do not crowd garment orders too closely on the storage racks.



Each of the major steps outlined in the flow chart has intermediate and subsidiary operations.

## FLOW CHART OF LAUNDRY OPERATIONS



Each of the major steps outlined in the flow chart has intermediate and connecting operations:

### LAUNDRY HOURS

The regular laundry hours are 8:00 a.m. to 3:00 p.m., Monday



## CHAPTER IV

### INTRODUCTION

The receiving of clothes is the first operational step in laundry operations. In the present setup, a side door entrance is made available for the depositing of laundry bundles of students living in residence. The front entrance is used for the issuance of finished bundle and for receiving and issuing laundry bundles for day students and employees.

Each person's laundry is not washed as a separate entity, but is washed with as many others as the capacity of the washer allows, therefore, to prevent the loss of individual clothing, each article must be marked in such a manner so that they are returned to the respective owners.

By the use of marking ink, each piece is marked with a predetermined mark.

The procedure for resident students bringing and picking up the laundry bundle is as outlined.

### PROCEDURE

Laundry service is provided, as a part of the maintenance fee, for all students living in residence halls. Day students and faculty members are charged the regular rates.

### LAUNDRY HOURS

The regular laundry hours are 8:00 a.m. to 5:00 p.m., Monday



through Friday and from 8:00 a.m. to 12:00 Noon, Saturday.

### SCHEDULE OF SERVICE

The schedule for depositing, and receiving laundry has been carefully worked out to assure maximum efficiency of operation and for the convenience of all patrons. Students who live in residence halls are asked to observe the following schedule organized by first letter of last name for bringing soiled laundry:

A-B-C-D	Friday	7:00 a.m. to 9:00 a.m.
E-F-G-H-I	Monday	7:00 a.m. to 9:00 a.m.
J-K-L-M-Mc-N	Tuesday	7:00 a.m. to 9:00 a.m.
O-P-Q-R-S-T	Wednesday	7:00 a.m. to 9:00 a.m.
U-V-W-X-Y-Z	Thursday	7:00 a.m. to 9:00 a.m.

Day students may bring soiled laundry and time.

### THE LAUNDRY BUNDLE

Each resident hall student is allotted a weekly bundle allowance of twenty-four pieces distributed as follows:

#### MEN

- 5 shirts
- 3 pairs of pants
- 1 bedspread
- 4 sheets
- 11 assorted small items  
(towels, pajamas,  
pillow slips, etc.)

#### WOMEN

- 2 cotton dresses
- 2 cotton skirts
- 3 cotton blouses or shirts
- 1 bedspread
- 4 sheets
- 12 assorted small items  
(towels, pajamas,  
pillow slips, etc.)

All items in excess of the allowance will be processed for a small additional charge. Pants, dresses, and skirts will be charged at the rate of \$ .25 per garment; shirts and blouses will be charged at the rate of \$ .15 per garment; blankets or quilts will be charged at the rate of \$ .25 each. All additional small items will be charged at the rate indicated on the laundry list.



Day students' bundles will be charged by the piece and in accord with the prices listed on the laundry slip.

#### LAUNDRY PICK -UP

Laundry bundles for resident hall students and day students may be picked up four days from the date of deposit.

#### LAUNDRY MARK

A laundry identification mark is placed on each item presented for processing. This mark is the Laundry's only means of identification in the assembling and packaging of bundles to be returned. The student identification (the last four numbers of his Social Security number) preceded by the first letter of the last name, is the mark used for each student (For example: Joe Doe, student's last four numbers 8063 would be assigned laundry mark #D8063). Day students are assigned laundry marks in the same manner.

The laundry mark should always be placed in the lower left hand corner of the laundry slip.

#### LAUNDRY SLIPS

A laundry slip should be included in each bundle. They may be secured each week from your residence hall. They should be completed according to the following instructions:

1. List your name first.
2. List the number of items in your laundry bag in the correct spaces on the list. Check carefully to be sure that items listed are actually in your laundry bag.
3. Write your student number in the space provided in the lower left-hand corner of the laundry slip.



## PRECAUTIONS IN PREPARING LAUNDRY

All students are urged to refrain from adding their soiled laundry to friends, roommates or relatives' bundles. All items in anyone's bundle are stamped with the student's identification number on the accompanying laundry slip. Duplicate numbers in items create problems during the assembling and packaging process and may result in personal loss. The laundry assumes no responsibilities for loss incurred as a result of mixed bundles and multiple numbers. All bundles are accepted, regardless to size. Remove all objects from pockets of clothing.

## IDENTIFICATION

All students are required to present ID cards before a laundry bundle will be released.

After the clothes have been checked in, and properly marked they are separated into washing classifications. The term washing classification is a separation of articles into a unit depending on the color, fiber composition, and whether or not the garment is to be starched.

In as much as the clothing are sorted according to color, they are also divided into lots. In our operation, 42 bundles are used to make up one lot. One lot may consist of the following classifications: White, light and dark colors of which each color is washed separate and having a two pocket washer, we are able to wash two lots simultaneously. The lot method is followed through every operation in order to simplify sorting, assembly and wrapping.

In order to carry out these various functions, the plant has been divided into areas as indicated on the work flow chart and employees



are assigned to these areas to perform the work coming into their area. A job description for each is outlined on the following pages.

## NAME OF PERSONNEL

## DUTIES

RECEIVING AREA (KIND ROOM) AND  
MARKING AREA

1. Provide laundry slips at the counter for those persons desiring such service.
2. Check bundles to make certain that the kind and number of items listed on the laundry slips are correctly given. Initial the slip and list any unusual condition such as, fewer number of items or a greater number of items listed, rips and tears, etc.
3. Place the proper identification mark in the items. "Students initial or his last name and students last four numbers of social security number.
4. Inspect the garments or articles for any unusual condition, check all pockets, roll down sleeves of shirts, and roll down pants legs.
5. Keep marking machines and marking area clean and the machines properly lubed.
6. Sort the garments according to kind, color and specialty cleaning and place the same load according to the pound or number of articles.
7. Sort all dresses and pillow cases together and all flat work together.
8. Make certain the lot number accompanies all bundles or loads within their respective lots.
9. Carry or make available the laundry slips for each lot when completed for recording purposes in the office.
10. Each person or checker should initial the slip from the bundle checked by him and checked by him and check each bundle thoroughly.



## LAUNDRY DEPARTMENT

## NAME OF PERSONNEL

## DUTIES

RECEIVING AREA (SIDE DOOR) AND  
MARKING AREA

1. Provide laundry slips at the xounter for those persons desiring such service.
2. Check bundles to make certain that the kind and number of items listed on the laundry slips are correctly given. Initial the slip and list any unusual condition such as, fewer number of items or a greater number of items listed, rips and tears, etc.
3. Place the proper identification mark in the items. "Students initial of his last name and students last four numbers of social security number.
4. Inspect the garments or articles for any unusual condition, clean all pockets, roll down sleeves of shirts, and roll down pants legs.
5. Keep marking machines and marking area clean and the machines properly inked.
6. Sort the garments according to kind, color and specialty cleaning and gauge the wash load according to the pound or number of articles.
7. Sort all sheets and pillow cases together and all flat work together.
8. Make certain the lot number accompanies all bundles or loads within their respective lots.
9. Carry or make available the laundry slips for each lot when completed for recording purposes in the office.
10. Each person or checker should initial the slip from the bundle checked by him and checked by him and check each bundle thoroughly to minimize errors.



## NAME OF PERSONNEL

## DUTIES

## WASHING DEPARTMENT

1. Keep all lots separated as they come into the washing area.
2. Make certain that garments are washed according to the sorting procedure and formula.
3. Recheck to make certain that garments or articles are properly netted.
4. Have all washing supplies conveniently located and prepare all stock solution such as soaps, bleaches, starches adequate to supply the needs for one day operation.
5. Keep record of the number of pounds or articles washed each day.
6. After extraction sort garments for damp assembly from those that will tumble and carry these to their respective finishing area.
7. Use only enough soap and detergent to do the job.
8. Do not leave the machine unattended if you must be away, leave an assistant in charge.

## FINISHING DEPARTMENT

The finishing department include, the shirt units, flat work ironer, unit for trousers and other wearing apparel.

Operator Function

1. Restore garments and other items to their proper finish, original shape and style.
2. Keep working area clean and make certain that everything is needed around the work area to complete the job. Example: Shirt unit, hangers, shirt boards, collar stays, shirt bands, shirt plastic bags if they are to be used.



3. Have racks for shirts properly set up for each incoming lot in order that as each shirt is finished and folded or placed on hangers, will be immediately placed with proper numbers to eliminate double handling.
4. Other areas will follow a similar procedure in handling the items coming to their respective areas.
5. Inspection for all kinds of repairs. All repair work should be performed at this point before packaging.

A clothes pin can be placed on the garment to mark the area needed repairing.

---



---

## NAME OF PERSONNEL

## DUTIES

---



---

### ASSEMBLING AND PACKAGING

1. Slips for the incoming lot should be properly placed and possibly in a sequential order so so that garments may be properly sorted and placed under the proper identification for packaging.
2. When an order is complete it is packaged according to a prescribed method for the garments involved.
3. Garments packaged are removed to the storage area.
4. Each operator should check and double check to make certain that all garments are returned to their rightful owner.
5. Each operator will initial the package assembled by him.
6. No package is to be wrapped without an "OK" from supervisor (s).

---

### COUNTER OPERATOR (Issuing Department)

1. See that packages coming into the area are placed in an alphabetical or numerical order



for easy finding in waiting on the customers.

2. Make certain that packages are given to the rightful owner.
3. Keep the stubs of all packages which will be redorded in a ledger for future references.
4. Maintain the cash register for cash customers and maintain separate records for such customers.

The production manager is responsible for seeing that these operations are performed in the best possible manner. Also, in addition will maintain certain production forms to determine the following:

1. Time Control
2. Cost Control

---



---

NAME OF PERSONNEL

DUTIES

---



---

#### MAINTENANCE AND SUPPLY

##### Operator Function (Preventive Maintenance)

1. Take an inventory of all machinery and equipment to be affected. A record should be made with a separate card used for each machine.

2. On this card should include:

Manufacture Name  
 Model Number  
 Date Purchased  
 Date Installed  
 Purchase Cost  
 Installation Cost  
 Plant Machine Number  
 Spare Parts Stocked or purchased

3. Scheduled to be Developed:

Inspection  
 Lubrication  
 Cleaning

4. What to Inspect:

- A. Washers
- B. Extractors
- C. Flat Work Ironers
- D. Press Units
- E. Shut Units
- F. Thumblers
- G. Marking Machines

## 5. Keep a History of Repairs

### Repairs

Repair machinery and equipment in the dry cleaning and laundry area.



## NAME OF PERSONNEL

## DUTIES

## JANITORIAL SERVICES

1. Sweep Floor Including:
  - A. Office
  - B. Lobby up and Down Stairs
  - C. Outside Walk, Entrance
  - D. Entire Floor Area, Beneath and Around Equipment
  - E. Rinse Daily, Washing Area
  - F. Rinse or Mop Entire Area Once Per Week
2. Dust and Clean (Daily):
  - A. All Bins
  - B. All Equipment
  - C. Window Seals
  - D. Candy Machine, Scales Soft Drink Machine, and Tables
3. Miscellaneous
  - A. Carry Trash (Daily) to Proper Place for Disposal
  - B. Check Truck Once Per Week for Cleaniness, Oil, Gas etc.
  - C. Shut off Fans, Pull Down Windows

## EMPLOYEE ROSTER

The following is the roster of Laundry employees:

Rank	Position
1. Peterson, Alaudres A.	Manager
2. Gordon, Daniel	Assistant Manager
3. Clayton, Shirley A.	Clerk-Typist
4. Bragg, Paul L.	Laundry Worker II
5. Evans, William	Laundry Worker
6. Nichols, David	Laundry Worker II
7. Sawyer, Maggie L.	Laundry Worker II
8. Miller, Mildred	Laundry Worker I
9. Ross, Gloria J.	Laundry Worker I
10. Hight, Gertrude	Laundry Worker II
11. Ross, Ruby	Laundry Worker I
12. Smith, Elizabeth	Laundry Worker II
13. Strickland, John C.	Laundry Worker II
14. Smith, Fred	Laundry Worker II
15. McMillan, Lyman	Laundry Worker I
16. Brown, Minnie	Laundry Worker I
17. Thompson, Jeanette Rose	Laundry Worker II
18. Thomas, Joanne	Laundry Worker II
19. White, Daisy	Laundry Worker I
20. Miller, Gladys	Laundry Worker I

## APPENDIX



## EMPLOYEE ROSTER

The following is the roster of Laundry employees:

Name	Postion
1. Peterson, Alandrus A.	Manager
2. Herndon, Daniel	Assistant Manager
3. Clayton, Shirley A.	Clerk-Typist
4. Bragg, Rosie L.	Laundry Worker II
5. Brown, Willie	Laundry Washman
6. Echols, Hazel	Laundry Worker II
7. Haynes, Nannie E.	Laundry Worker II
8. Hollis, Mildred	Laundry Worker I
9. Kemp, Gloria J.	Laundry Worker I
10. Kirby, Gertrude	Laundry Worker II
11. Lane, Ruby	Laundry Worker I
12. Mathis, Dirothia	Laundry Worker II
13. Rutledge, Julius C.	Laundry Worker II
14. Smith, Erma	Laundry Worker II
15. Stubblefield, Lyvonne	Laundry Worker I
16. Thomas, Mineola	Laundry Worker I
17. Tompkins, Jessie Mae	Laundry Worker II
18. Tompkins, JoAnna	Laundry Worker II
19. White, Daisy	Laundry Worker I
20. Wilder, Ola Mae	Laundry Worker I

## COMMITTEE ASSIGNMENTS AND RESPONSIBILITIES

### PRAIRIE VIEW DEVELOPMENT FUND AND OTHER SPECIAL ACTIVITIES

#### RESPONSIBILITIES

Mrs. Hazel Echols, Chairman  
Miss Shirley Clayton  
Mrs. Rosie L. Bragg  
Mrs. Joanna Tompkins  
Mr. Willie Brown  
Mrs. Gloria Kemp  
Mr. Alandrus Peterson

Develop means for employees to make a worth while contribution to the college development fund, honors day, boy and girl scouts.

Make plans for participating in the homecoming activities. Float or decorated car.

---

### CONDOLENCE AND RECOGNITION COMMITTEE

Mrs. Erma Smith, Chairman  
Miss Shirley A. Clayton, Co-Chairman  
Mrs. Gertrude Kirby  
Mrs. Nannie B. Haynes

Responsible for developing means where by cards, telegrams and other expression of goodwill can be conveyed to employees of the laundry and other employees of the college.

Consider the possibility of special recognitions to be given to employees for years of service, least number of absentees, birthdays, and etc., and their special effort toward the successful operation of the laundry.

---

### ORGANIZATION

Mr. Alandrus Peterson, Chairman  
Mr. Daniel Herndon, Co-Chairman  
Mrs. Dirothia Mathis  
Mrs. Jessie Tompkins  
Miss Shirley A. Clayton

This committee will develop an organization chart that will control the flow of work in the plant in terms of; how they may be handled beginning with the marking area through the assembly and packaging area.

Duties and responsibilities will be spelled out.

Set up means of inspection for quality work and means of reducing lost items.

---



## RESPONSIBILITIES

Decide the number of persons needed to work in each area and methods of checking the performance of each.

---

## PROGRAMS AND NEWS ITEMS

Mrs. Jessie M. Tompkins, Chairman  
Mrs. Ruby Lane  
Mrs. Lyvonne Stubblefield  
Mrs. Mineola Thomas  
Miss Shirley A. Clayton  
Mr. Alandrus Peterson

Develop rules applicable to the laundry in terms of personal laundry, break time, etc.

Christmas program and the possibility of participating in the worship services at the college during vesper periods.

Appropriate decoration for Christmas Holidays.

Gather important news from the laundry to be placed in the campus paper whether for the individual or the laundry in general.

Other words sell the laundry to the public by improving our image. (Students)

---

## MAINTENANCE AND REPAIR

Mr. Daniel Herndon, Chairman  
Mr. Julius Rutledge  
Mrs. Daisy White  
Mrs. Ola Mae Wilder

Develop a plan whereby the equipment will be constantly checked and kept in a state of repair.

Develop a method too, where by the plant will be kept clean at all times; maybe a check list of all cleaning to be done, such as floors, machinery, restrooms and see that this is done daily.

Make slogans and other media where by employees may become (cleanliness) conscious.

---

The manager will be available to work with all committees. Each committee is expected to have tentative report as a results of your meetings, of which minutes will be kept and turned in shortly after each meeting.



OVERALL TOTAL OF ITEMS  
AND PRICE

[illegible]



## CHECKER SLIP

PRAIRIE VIEW LAUNDRY

NUMBER \_\_\_\_\_

Page \_\_\_\_\_

IDENTIFICATION  
MARK

TICKET NUMBER

## CHECKER SLIP

PRAIRIE VIEW LAUNDRY

NAME \_\_\_\_\_

LOT NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

Page \_\_\_\_\_

IDENTIFICATION  
MARK

TICKET NUMBER

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

Student \_\_\_\_\_

Employee \_\_\_\_\_

Student \_\_\_\_\_

Employee \_\_\_\_\_



[illegible]



LAUNDRY CARD

PRAIRIE VIEW A. AND M. COLLEGE LAUNDRY

DATE June 8, 1970 No. 16996

NAME John Doe

ADDRESS Fuller Hall

CUSTOMER COUNT	ITEM	LAUNDRY COUNT	PRICE
1	Bedspread		
	Bath Towel		
	Handkerchief		
1	Laundry Bag		
3	Pants		
2	Pillow Case		
2	Sheet		
5	Shirts		
	Shorts		
	Socks		
	Undershirt		
	Wash Cloth		
	Pajama Coat		
	Pajama Pants		

D 18127			
MARK	MARKER	CHECKER	TOTAL PRICE

Name John Doe..... Total Price.....

Date 6/8/70..... No. 16996

Cashier Stub

Present this Stub when calling for Laundry.  
Please make out List completely, showing name, address and your count.



PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE  
LAUNDRY DEPARTMENT  
PRAIRIE VIEW, TEXAS

REPORT OF JANITORIAL SERVICES

Dry Cleaning Area

Week Ending \_\_\_\_\_

Duties	Mon	Tue	Wed	Thur	Fri	Sat
SWEEP FLOOR, INCLUDING:						
a. Classroom.....						
b. Storeroom.....						
c. Washroom.....						
d. Lobby, Upstairs.....						
e. Stair Way.....						
f. Restroom.....						
SCRUB OR MOP:						
a. Dry Cleaning Area Once Per Week....						
b. Upstairs Lobby.....						
DUST AND CLEAN:						
a. All Equipment.....						
b. Clothes Racks.....						
c. Counter Shelves.....						
d. Window Facings.....						
e. Tables.....						
Carry Trash to Proper Place for Disposal (Daily).....						

Weekly Rating \_\_\_\_\_

TOTAL OF EACH DAY DIVIDED BY 5

E-Excellent.....100  
G-Good.....90  
S-Satisfactory.....80  
VP-Very Poor.....70  
Us-Unsatisfactory.....60  
O-Work not done.....0